

Instructions to apply for fellowships 2019-2020

Important Note: It is the responsibility of the applicant to be aware of the fellowships deadlines

Please be aware of the Banner self service Session time out which is 5 minutes while filling your application. The session time out occurs when no action is taken on the SSB page after login.

New applicants who are in the process of being admitted or have already received their admission decision must **follow Step I** to sign up to the AUC Banner system.

You will **NOT** be able to submit a fellowship application unless you have received a valid AUC ID number.

Continuing students who are currently enrolled at AUC do not need to go through Step I and can go directly to step II.

The system will not allow you to apply to fellowships unless we have your graduate application record.

If you have already or recently submitted your graduate application and received a Student Identification Number please allow 10 days before starting the online fellowship web application process.

If one week after receiving your Student Identification Number the system still does not allow you to start the process please contact gradwebapp@aucegypt.edu for technical assistance.

Step I: Create a Banner Account for New Applicants

1. Visit the following **URL**
<https://signup.aucegypt.edu/EmailProvisioning/Prospective/CreateProspective.aspx>
2. Enter Your **Student ID** that you have received when applying to a graduate program at AUC
3. Choose your **Birthdate** from the Calendar Icon.
4. Click on **Create Account** Button.



THE AMERICAN UNIVERSITY IN CAIRO
الجامعة الأمريكية بالقاهرة

Student ID:

Birth Date: 

5. Your banner account will be created and you will receive a message stating your **username** and **password**.
6. Keep this window open in your browser or make sure to copy your login credentials. Save these login credentials to check on your fellowship application status at a later time. New applicants should not sign up more than once to avoid system error

THE AMERICAN UNIVERSITY IN CAIRO
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Student ID: 900155555

Birth Date: 26-04-2003

Create Account

Your account has been successfully created. Please go to [Banner](#) and log in using the below credentials:

User Name: app_*****
Password: ****

7. Click on **Banner** Hyperlink to be directed to *Banner Self-Service Pages* at AUC.
8. Now you will be able to login to AUC Self Service.

Step II for All (new applicants and already enrolled students)

9. Click on **Enter Secure Area**.



Prospective Students

Tell us about yourself and request information about our institution.

Enter Secure Area

Login here to view your personal information.

Financial Aid and Scholarships Applications Instructions

Financial Aid and Scholarships Applications Instructions

Class Schedule

View the current schedule of classes.

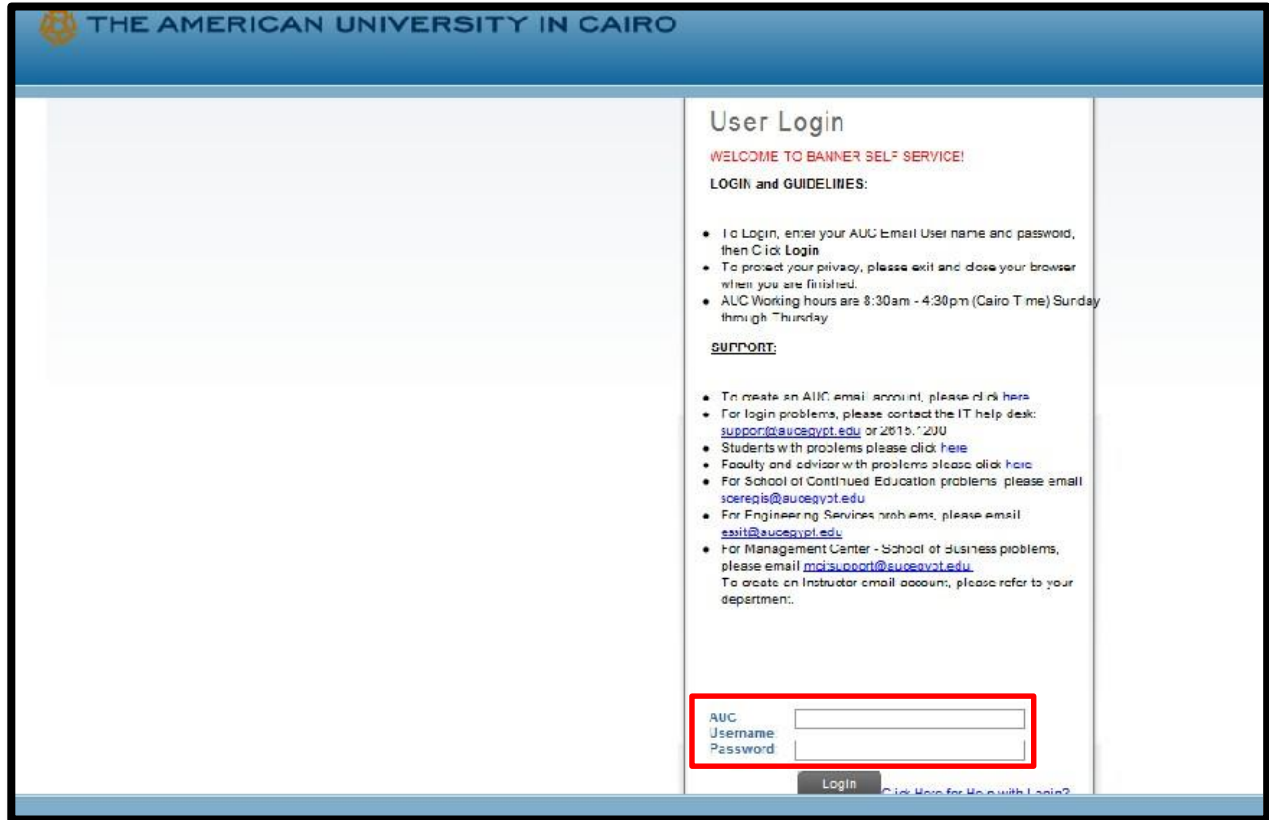
Course Catalog

View course information, including course description.

Graduate Fellowships Instructions

For New and Enrolled Applicants

10. Enter your username and password in the below fields and click **Login**

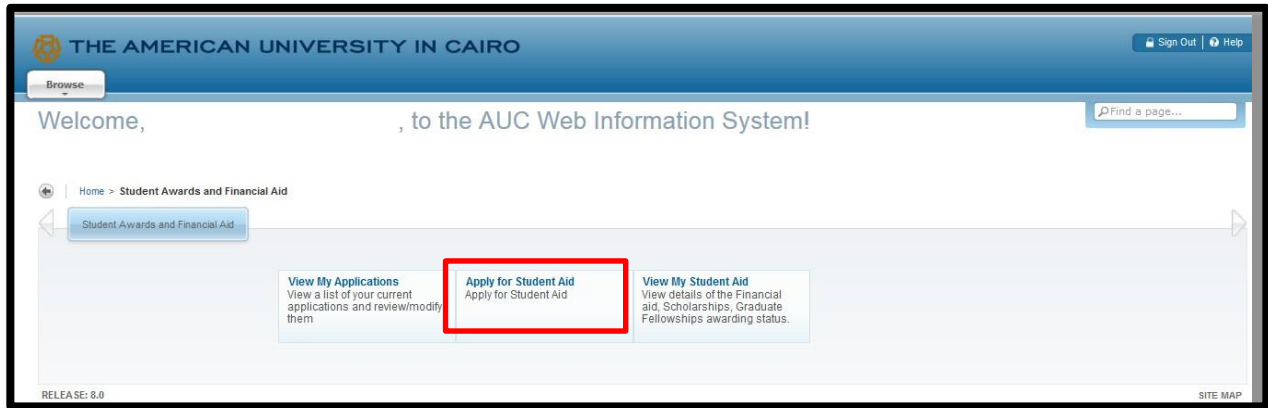


You are now successfully logged into *AUC Banner Self-Service*.

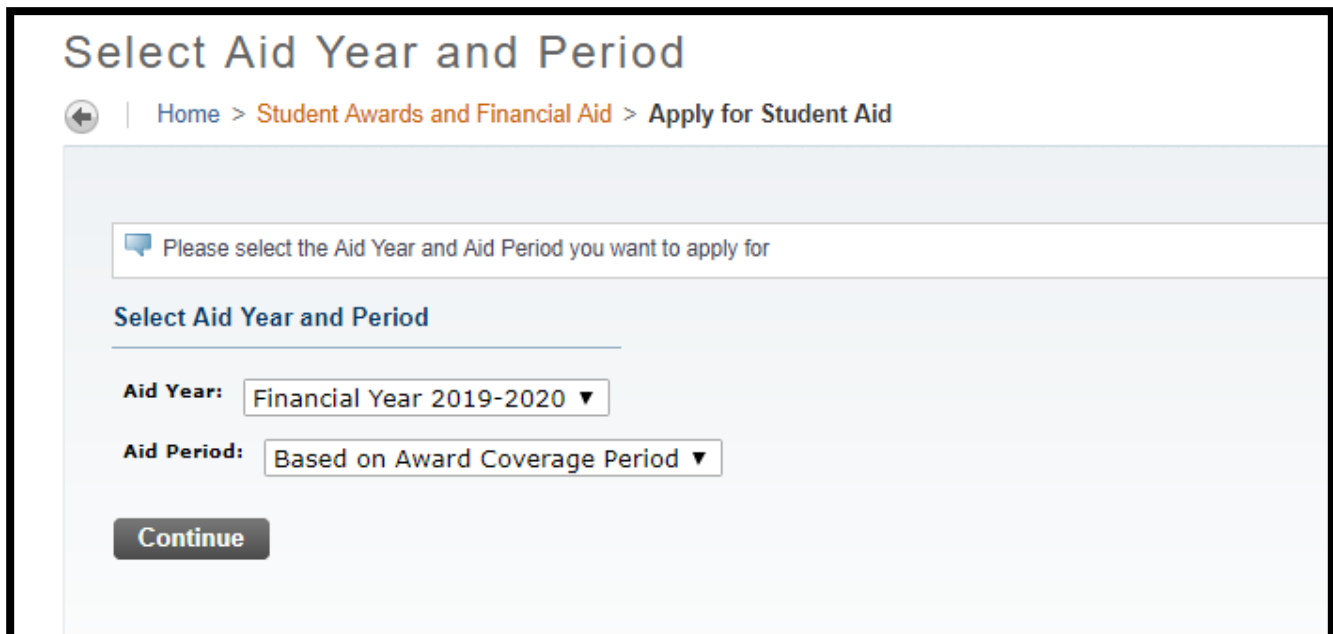
11. Click on the **Student Awards and Financial Aid** button.



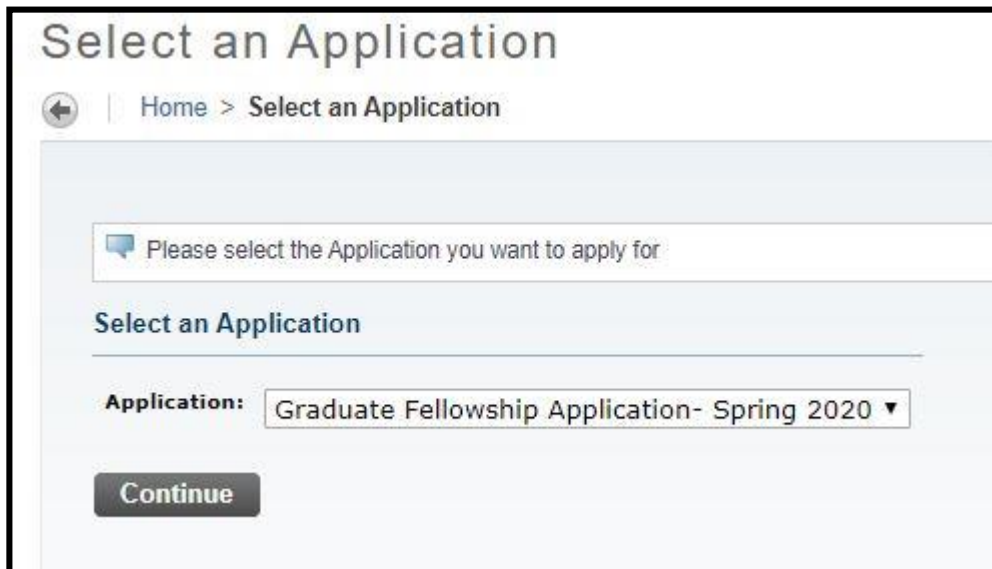
12. Click on **Apply for Student Aid**



13. Choose the **Aid Year** and **Aid Period** as below



14. Select from the list “**Graduate Fellowship Application – Spring 2020**”



Select an Application

← | Home > Select an Application

Please select the Application you want to apply for

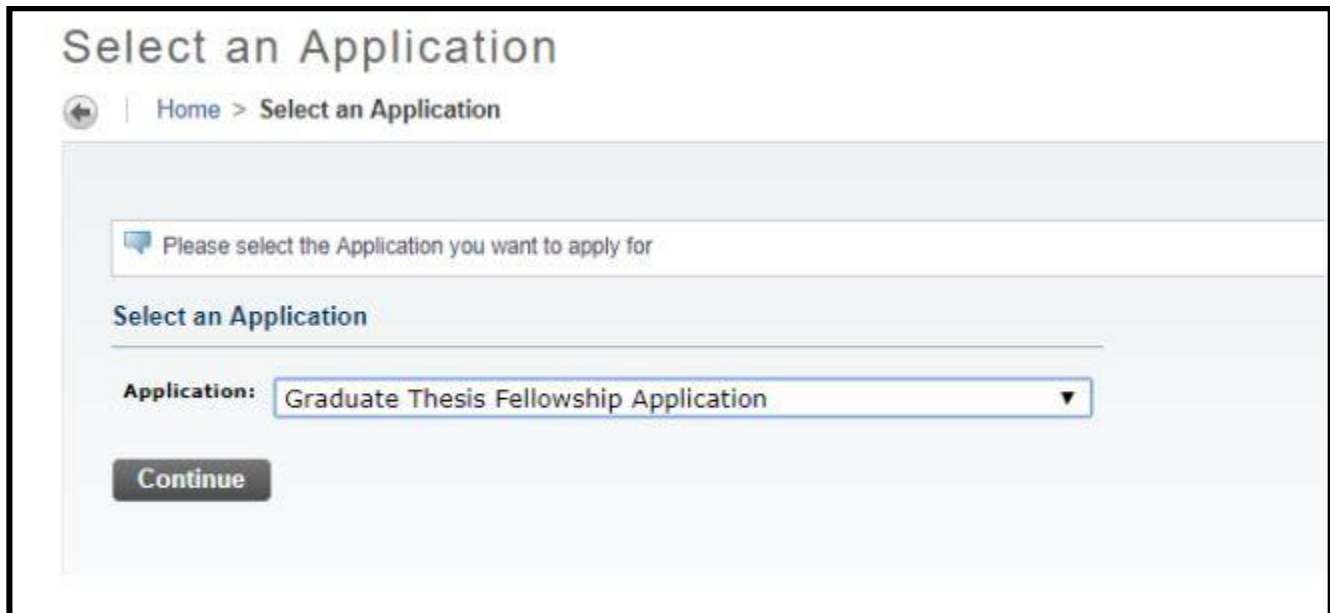
Select an Application

Application: Graduate Fellowship Application- Spring 2020 ▼

Continue

Or If you fit the eligibility requirements of the Vanessa B. Korany thesis Support fellowship “

You may select “Graduate Thesis Fellowship Application”.



Select an Application

← | Home > Select an Application

Please select the Application you want to apply for

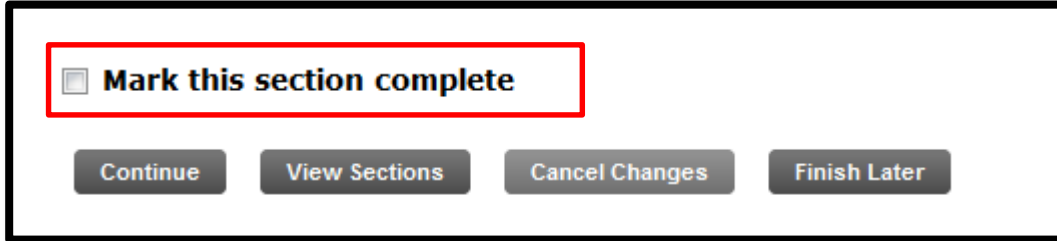
Select an Application

Application: Graduate Thesis Fellowship Application ▼

Continue

Press Continue

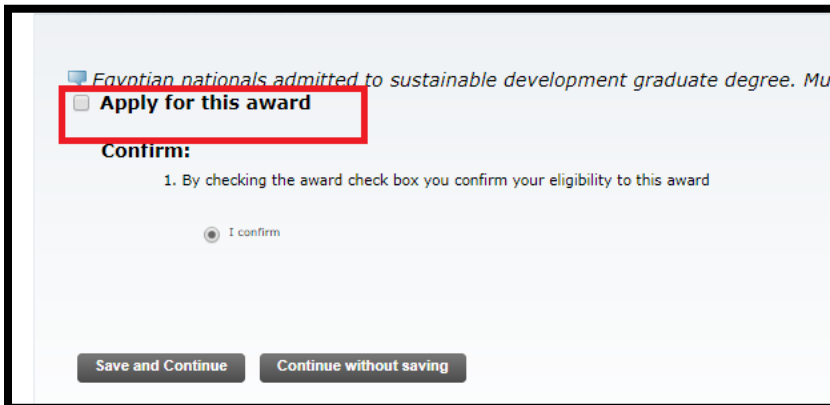
15. Complete each section of the application. It is mandatory to **check** the box “**Mark this section complete**”. When the section is completed press Continue.



Mark this section complete

Continue View Sections Cancel Changes Finish Later

16. Make sure you DO select the fellowships you need and mark, "Apply to this award" in the fellowships you choose.



Apply for this award

Confirm:

1. By checking the award check box you confirm your eligibility to this award

I confirm

Save and Continue Continue without saving

17. Press the “submit” button after finishing all required sections.

18. Please read the awards eligibility criteria section very carefully in order to choose the appropriate fellowship. It is essential to apply to up to three fellowships only.

If you select more than 3 fellowships your web application will not be considered.

19. It is important to view the AUC self-service web site to check the status of your application regularly

20. If you want to finish your application at a later time; please press the “Finish Later” button.

If you want to view the application sections, press “View Sections” button

21. If you want to finish your application at a later time; please press the “Finish Later” button. If you want to view the application sections, press “View Sections” button



22. If you pressed the “Save Later” button and you want to go back to fill the rest of your application, kindly press the “View/ Modify” link

Existing Applications						
Aid Year	Aid Period	Application	Status	Application Deadline		
FY19-Financial Year 2019-2020	Depends on type of fellowship - Semester Based	Graduate Fellowship Application- Spring 2020	Incomplete	01-NOV-2019	View/Modify	Generate PDF Application

23. After reviewing all sections, **Do NOT forget to press “Submit” button**. By pressing the button, it will be ready for evaluation. If the application status is incomplete (see below), it means you did not click the submit button .

Application Summary

← | Home > Application Summary

Details and operations available for current application

Application Details

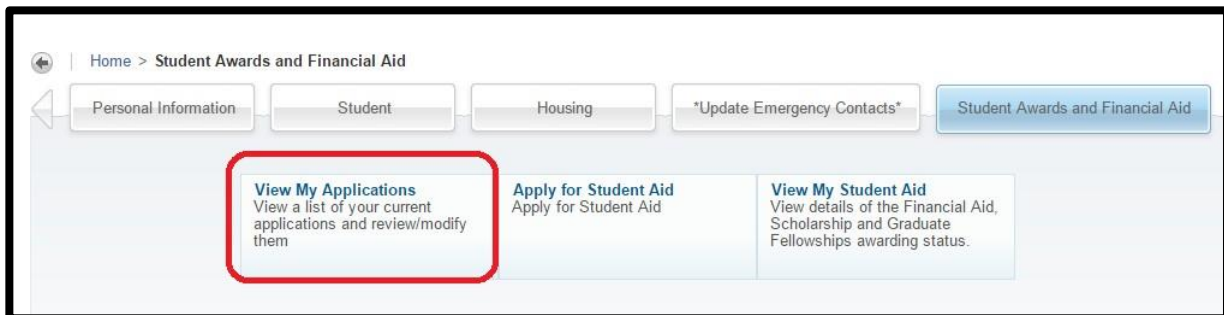
Application:	Graduate Fellowship Application- Spring 2020
Aid Year:	FY19-Financial Year 2019-2020
Aid Period:	Depends on type of fellowship - Semester Based
Application Status:	Incomplete
Staff Comments:	
Application Deadline:	01-NOV-2019

[Generate PDF Application](#)

IMPORTANT NOTE:

You can select “Graduate Fellowship Application” only once which is the first time you enter the system. If you decide at any time to continue the application process, you will need to press on “View My application” button

24. Once the application is submitted and follow-up on your application status using SSB; kindly Press the “View My Applications” Button.



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If any, comments will be displayed in the field below



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